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25 JAN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report -- Week Ending
25 January 1974

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1. Minority Recruitment:

[redacted] our recruiter, reports some progress in attempting to reach qualified minority candidates. He has made contact with the Regional Director of the Civil Service Commission, Mr. Ruben Holder (Black) who is proving to be very cooperative. Mr. Holder has introduced Jim to the Placement Director of the National Urban League, Mrs. Ruth Alben King (Black). The League has a large skills bank of minority personnel. Mrs. King has also indicated that she would be happy to assist Jim in identifying qualified black candidates for employment. In addition, Jim says he has received several referrals from the new Deputy Mayor of New York City, Mr. Paul Gibson (Black) through the good offices of Mr. Holder. Jim will be sending some excellent cases in as soon as they are complete.

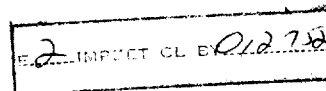
2. Test Site Problem:

[redacted] our recruiter [redacted] reports that the testing facility previously used in Madison, Wisconsin, is no longer available. The Postmaster for Madison has informed him that the rooms in the Post Office heretofore used are being renovated and will be used for Post Office functions. The problem is that the Post Office in Madison is the only Federal facility in the city. The testing lab at the University of Wisconsin in which our tests are conducted has agreed to use their facilities for administering the tests on a one-time basis. Ken is afraid that using University space on a continuing basis would come to the attention of the radical elements at the University and therefore might become a target for demonstrations. He will use them for the next test period but will then attempt to make other arrangements.

3. Position Management:

a. A summary of the supergrade policies and system including the Supergrade Evaluation System together with statistics relating to supergrade structure throughout the Agency over a period of years has been developed for the Office of the Comptroller and the Director. A position survey of all supergrade positions in the Agency is in process at this time.

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b. In the survey of the Office of Security all audits have been completed and work is now concentrated on the evaluation and preparation of the survey report. Discussions were held with Department of Labor personnel in the Occupational Safety and Health Administration for comparative data relating to the OS Safety Branch.

c. In the survey of the Office of Medical Services all audits have now been completed and information is being evaluated preparatory to the development of a survey report.

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4. Military Contingent Dropped: WH Support has advised us that the Army Guard (six positions) [REDACTED] will be dropped as of the end of the current fiscal year; however, there will be a requirement for their services through September 1974. Hopefully, we can get the Department of Army to carry them in "detailed for duty" status for the short period 1 July - 30 September 1974 so that they will not be reflected on the Agency's rolls.

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5. Briefing of Inspector: We met with [REDACTED] of the IG staff this week to discuss with her our exit and follow-up interview programs.

6. Retiree Homecoming: Status of Homecoming Day planning: Printing Services Division has now completed preparation of self-addressed envelopes for us; Clerical Staffing Branch has completed preparation of the envelopes which will contain the letters to the invitees; OMS has completed its screening of the list of retirees and has suggested five deletions; Central Cover Staff and Security are still working on their screening of the list; the program outline is with the Director today and we are awaiting its approval.

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7. Co-Op Program: An encouraging development took place this week in the Cooperative Education Program. The Office of Economic Research [REDACTED] have decided to join the Co-op Program. The encouraging part is that the primary thrust of the recruiting will be for minority students, specifically blacks. Schools that are the most likely source of students with the desired qualifications have been identified. Both offices are now developing co-op work programs for the Co-op Coordinator to send to these schools.

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8. FY 73 Government Co-op Report: The fiscal year 1973 report on cooperative education in the Federal Government was published this week. Among the most significant statistics are:

a. The Federal Government employed 6,271 cooperative education students (CIA's figures not included). This is an increase of 20 percent over last year.

b. Forty-one agencies participated. This is an increase over the 32 agencies who participated last year and 24 who participated in FY 1971.


c. CIA's program ranked twelfth in size, and is one of the most complex programs in terms of disciplines of students and range of jobs performed.

d. Fifty-three percent of graduating co-ops were hired by the Agency for which they co-oped. Forty-seven percent of our co-ops were hired by our offices. Our figure would have been 67 percent had we not lost four students through the security reinvestigation program inaugurated last year.

9. Summer Intern Program: Applications for the Summer Intern Program have now reached 180. Of these, fifteen have been rejected and nineteen have been accepted by various DDI offices. Three of the applicants are black, and applications are expected this week from two more blacks.

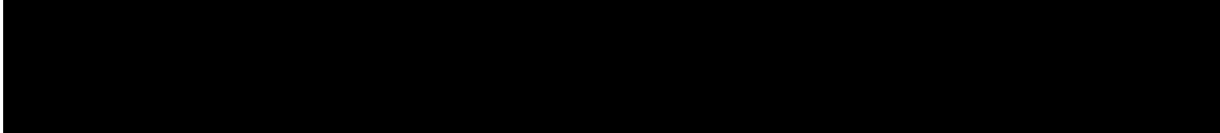
10. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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 -- Office of Joint Computer Services --
Independent Contractor -- one year contract.

11. External Employment Assistance:

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b. Arrangements were made several weeks ago for the Virginia State Employment Agency to interview, process and forward to their counterparts in North Carolina the applications of our clients who wished to relocate in that area. Test cases confirm that the system is working.

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This broadens our job market areas and greatly facilitates the application process.

12. PASG: We worked on a draft of an Employees Bulletin summarizing major personnel improvements during the past year and future actions to be taken in the implementation of the PASG recommendations approved by the CIA Management Committee. We expect to forward a draft to you next week.

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14. Letters of Instructions: Most members of the Office of Personnel were involved in the preparation and review of Letters of Instruction. We will meet your 31 January deadline for completion.

15. Employee Activities Association: The EAA Board of Directors met and approved the 1974 Budget.

16. Suggestion Awards:

Chairman, Suggestion Awards Committee approved seven cash Minimal Award cases totaling \$235 and two Certificates of Appreciation on 18 January 1974. The awards were as follows:

Directorate of Management and Services - 2 Awards

OTR - 1 award \$25

OL - 1 award \$25

Directorate of Intelligence - 1 Award and 1 Certificate of Appreciation

IAS - 1 award \$50

1 Certificate of Appreciation

Directorate of Science and Technology - 4 awards and 1 Certificate of Appreciation

ORD - 1 award \$25

NPIC - 3 awards for a total of \$110; 1 Certificate of Appreciation

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Things to Come

1. Keypersons have been contacted to submit a list of donors for the Blood Donor Day on 5 February.
2. We will continue work on development of the implementation of PASG recommendations as approved by the Management Committee.
3. Position Management Survey activities will continue.
4. The Coordinator for Cooperative Programs will attend a Board of Directors meeting of the Cooperative Education Division on 30 January. The meeting is scheduled in conjunction with the College Industry Conference on 31 January and 1 February. Two major thrusts of the conference will be on getting more businesses and governments to hire more co-ops, and attracting more minority co-op students.

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Acting Director of Personnel

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